

POSITION DESCRIPTION

Title: Facilities Technician

Reports To: Building & Office Manager

AI-Anon Membership: Not Required

Job Brief: Ensures the facilities are in good repair and performs upkeep tasks and general preventive maintenance of the building. Performs minor electrical, plumbing, and drywall repairs, monitors functionality of security and fire systems, and helps to ensure building safety and comfortability for all employees. Oversees facility maintenance and building system needs in the absence of the Building & Office Manager.

Specific Duties & Responsibilities:

- Performs minor repairs to the building and grounds where and when needed to include interior and exterior painting, replacing light bulbs and ballasts, conducting minor surface repairs of wall and flooring materials.
- Assists the Building & Office Manager in the development and oversight of preventative maintenance procedures to include cleaning of interior and exterior windows, regular HVAC maintenance, and other tasks for maintenance.
- Closes and secures the building, to include programming and setting the intrusion detection system nightly.
- Maintains inventory of all maintenance equipment and supplies and purchases replacement supplies as required. Prepares cost estimates and recommends purchase of required equipment.
- Performs maintenance of HVAC systems including exhaust fans, rooftop equipment, and interior air filters.
- Manages thermostats for the heating and air conditioning systems.
- Coordinates scheduling of outside repair contractors with the Building & Office Manager and works with vendors when needed.
- Interacts with housekeeping contractors to maintain a clean work environment and reports deficiencies to the Building & Office Manager.
- Sets up, arranges, and takes down office furniture and equipment for meetings, cleaning, and relocation as needed.
- Serves as a backup contact to the Building & Office Manager for emergency maintenance or building alarm calls on an as needed basis.
- Supports Staff connecting projectors and other audio-visual equipment Microsoft Windows based laptops when Building & Office Manager not available.
- Other duties as assigned.

Requirements:

- Be a self-starter with the ability to identify building maintenance needs, follow plans and procedures, multi-task and prioritize to meet deadlines.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.

- Working knowledge of office equipment, software applications administering these tools, such as cloud-based communication (telephone) systems, and basic audio-visual connectivity
- Experience using productivity tools such as Microsoft 365 products including Outlook.
- Hands-on experience with building systems and structures to include fire and safety equipment and HVAC.
- Comfortable with heights.
- Ability to use a ladder, general hand tools, and basic power tools competently, safely, and efficiently.
- Experience working successfully in a team-based environment and communicating effectively with other employees and team members.
- Ability to interpret, understand, and follow instructions and solve problems.

Education & Experience:

- High school diploma or general education degree (GED) required.
- One – two (1-2) years’ experience in facilities or trades.

Licenses:

- Valid driver’s license

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds; lift products from various heights; and climb and work from a ladder.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently exposed to high, precarious places and risks of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually moderate.

Work Location:

This job is located at the Al-Anon Family Group Headquarters’ World Service Office in Virginia Beach, VA.

Position Type and Expected Schedule:

Non-exempt, full-time, hourly position. Regular office hours are Monday – Friday, 8:30am – 5:30pm with a one-hour unpaid lunch break. Some evening and/or weekend hours as needed for emergency situations when the Building and Office Manager is unavailable.

Travel:

None required.